

March 4, 2004

MEMORANDUM FOR: Associate Administrators
Staff Office Directors

FROM: Helen Hurcombe */original signed by/*
Director, Acquisition and Grants Office

SUBJECT: Fiscal Year 2004 and 2005 Procurement Cutoff Dates

The following cutoff dates have been established by the Acquisition and Grants Office for receipt of fiscal year (FY) 2004 and 2005 procurement requests. The FY 2004 dates should also be used as a guide for the submission of FY 2005 procurement requests for new or continued services with a start date of October 1, 2004. Please use these dates as guidelines in planning your procurement requests.

<u>Dollar Value of Procurement Action</u>	<u>FY 2004 Cutoff Date*</u>	<u>FY 2005 Cutoff Date*</u>
\$0.00 - \$24,999.99	August 31, 2004	August 31, 2005
\$25,000.00 - \$100,000.00	July 16, 2004	July 18, 2005
Any order for services against an existing contract (GSA Schedule, GWAC, IDIQ)	June 30, 2004	June 30, 2005
Any other order against an existing contract (GSA Schedule, GWAC, IDIQ)	July 30, 2004	August 1, 2005
\$100,001.00 - \$499,999.00	April 30, 2004	May 2, 2005
\$500,000.00 - \$4,999,999.99	February 27, 2004	February 28, 2005
\$5,000,000.00 - \$9,999,999.99	January 30, 2004	January 31, 2005
\$10,000,000.00 and up	October 1, 2003	October 1, 2004

*Assumes receipt of a complete procurement request package (ready requisition) with all necessary approvals and documentation.

While some of the dates for FY 2004 have already passed, the above dates are not inconsistent with cutoff dates established in prior fiscal years. These cutoff dates have been established based on many years of application of the statutory and regulatory requirements governing the processing of acquisitions in the federal Government and are calculated to permit full compliance with those statutes and regulations and to accommodate the increased acquisition workload that occurs at the end of each fiscal year. If there are acquisitions valued at \$100,000 or more to be submitted for award in FY 2004, the requesting program office should immediately contact their servicing Acquisition Management Division to discuss acquisition strategy and to determine the

feasibility of processing the acquisition this fiscal year recognizing the statutory, regulatory and policy requirements associated with acquisitions of this dollar value and higher.

The above cutoff dates apply to procurement actions submitted to any of NOAA's acquisition offices and are generally consistent with prior year's cutoff dates, which were previously established and promulgated by each acquisition office individually and included fewer or more categories of acquisitions. In keeping with long-standing policy, all requisitions will be accepted for processing, no matter when they are received and handled on a "best efforts" basis. However, procurement requests received after the established cutoff dates will require written explanation and clearance by line office senior management.

This approval requirement is being implemented for two reasons. First, to promote advance acquisition planning and to keep Line/Staff Office senior management informed of acquisitions being submitted late.

Secondly, depending on workload, it may become necessary to prioritize acquisition requirements to permit the most critical acquisitions to be processed before others. Knowing what is being submitted after the cutoff dates will help Line/Staff Office senior management make these decisions.

Accordingly, each procurement request submitted after the above cutoff dates must be accompanied by either a hard-copy memorandum or an e-mail request from the line office Assistant Administrator (or their delegatee) to the Director of the servicing Acquisition Management Division documenting the reason why prior notification and submission was not possible, the criticality of the proposed acquisition and the impact of not making the award this fiscal year (see Attachment 1 for a suggested format). Requisitions submitted to a servicing acquisition office after the cutoff dates detailed above but prior to the date of this memorandum are not required to provide this clearance. The Assistant Administrator/Staff Office Director may delegate this authority to their Deputy Assistant Administrator or Chief Financial Officer. Notification of such delegations should be provided to the Acquisition and Grants Office for dissemination to all Acquisition Management Divisions. Further re-delegations will be considered on a case-by-case basis upon discussion with the Director, Acquisition Management Division.

To assist program offices in planning for current and future acquisitions, Attachment 2 provides standard procurement action lead times. These are generically established lead times for processing acquisitions of different types and dollar values. We are working to refine these lead times as part of our advance acquisition planning process and after tracking actual processing times this fiscal year.

Should there be any questions regarding the above cutoff dates or procurement action lead times, please contact me at 301-713-0325 or via e-mail at Helen.Hurcombe@noaa.gov.

Attachment 1 - Late Submittal Template

Attachment 2 - Procurement Action Lead Times

cc: Deputy Assistant Administrators
Chief Financial Officers

TO: Director
Acquisition Management Division

FROM:

Subject: Justification for Acceptance of Procurement Action After Cutoff Date

Requisition No. _____

Description _____

Project Officer _____

Purpose and Criticality of Acquisition:

[insert an explanation of the purpose of the acquisition (e.g., continues maintenance of critical equipment; in support of newly mandated policy, research, programmatic requirements; corrects deficiency that has been identified, etc.)]

Example: Acquisition will provide for the continued maintenance of the XXX facility. This contract provides janitorial and housekeeping services for the entire facility housing 300 NOAA employees. Without these services the facility will not be maintained in a safe, healthy working environment and the facility will deteriorate. This contract will provide services to sustain acceptable working conditions for all employees at the facility.

Priority of the Acquisition:

[insert an explanation of what priority the particular acquisition has]

Example: This contract provides for services that help to ensure a safe working environment for NOAA employees. It is essential to ensuring that the facility remain open and operating. Thus, this acquisition is the highest priority.

Reason for Delayed Submittal:

[insert an explanation of the reasons for the delayed submittal]

Example: This is a new program and budget uncertainties precluded submission prior to receipt of final budget allocations.

PROCUREMENT ACTION LEAD TIMES

<u>Dollar Value of Procurement Action</u>	<u>Maximum Administrative Processing Time¹</u>
\$0.00 - \$24,999.99	30 calendar days
\$25,000 - \$100,000.00 ²	75 calendar days
Any order against an existing contract (GSA Schedule, GWAC, IDIQ contract)	60 calendar days
\$100,001.00 - \$499,999.99	150 calendar days
\$500,000.00 - \$4,999,999.99	210 calendar days
\$5,000,000.00 - \$9,999,999.99	240 calendar days
\$10,000,000.00 and up	360 calendar days

¹Starting with the date that the procurement action is received in the acquisition office

²\$100,000.00 represents the "simplified acquisition threshold." However, if the acquisition is for a commercial item, this threshold is increased to \$5,000,000.00.